CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 72®

December 12, 2013

TO: All Departments, Boards, Agencies and Commissions

FROM: Andrew D. Kopplin, First Deputy Mayor and Chief Administrative Officer

SUBJECT: PAYROLL TIME KEEPING PROCEDURES

1). PURPOSE.

This memorandum is to establish procedures for employees to correctly record and maintain payroll timekeeping in the ADP Payroll System.

2). <u>BACKGROUND</u>.

An electronic payroll system is the means of recording hours worked by each City employee. It is the responsibility of each City employee to personally and accurately record time worked and leave used on a weekly basis to their individual time sheet or work/leave form.

3). SCOPE.

All classified and unclassified (non-exempt or hourly) employees will receive weekly time sheets. Each non-exempt (hourly) employee must complete and sign the timesheet. This form will indicate the time worked in each appropriate pay code and any leave taken. Each exempt (salaried) employee must submit a Leave Usage form whenever leave has been taken within the pay period and include the employee's signature. Leave for exempt employees may only be taken in whole day increments. If no leave is taken, the Leave Use Form is not required for submission.

If a non-exempt employee is unable to sign the time sheet, it is the supervisor's responsibility to note the unavailability on the employee's signature line. Authorized leave is an acceptable reason for the employee to be unable to sign the time sheet. However, nightshift assignments that make it inconvenient to sign, is not.

4). RECORD KEEPING.

Every newly hired employee will be required to sign and date a payroll acknowledgment statement attesting to an understanding of the requirements in completing the payroll time sheet, Leave Use Form and the obligation to record accurate information. An

original of the signed statement, witnessed by the Appointing Authority's signature or that of a designee, shall be entered in each employee's departmental personnel file.

Appointing Authorities shall ensure that non-exempt city employees record, for audit and payroll purposes, their time of arrival and time of departure through the ADP standard time clocks, biometric or online time clocks. Lunch and break periods may be recorded at the discretion of the Appointing Authority or a designee. Exempt (salaried) employees will record only their use of leave through the ADP online time clock and the Leave Use Form. All payroll documentation and system records will be used to generate payment for all time worked by employees and approved by their supervisors for the issuance of payroll earnings.

5. PAYROLL CHECKS.

Payroll will be generated by the ADP Payroll System. City employees will have direct deposits of all paid earnings.

6. <u>EXCEPTIONS.</u>

Exceptions to any part of this policy may be made only with the approval of the Chief Administrative Officers.

PAYROLL ACKNOWLEDGMENT FORM

Ι,	hereby acknowledge
my legal obligation to personally verify/	enter accurate information on the payroll time
sheet/work leave form for each week. I	also understand that I must account for all
hours of my basic work week of	hours by a combination of actual hours
worked and leave used. I agree that all I	recorded time is subject to supervisory review. I
also understand that I may be subject to	severe disciplinary action, including dismissal
and prosecution, for any violation of the	ese standards.
Francisco Simotomo	Data
Employee Signature	Date
Witnessed:	
	_
Appointing Authority or	Date
Designee Signature	